

12/5/56

## DEPARTMENT OF MENTAL HYGIENE

## STATE MENTAL INSTITUTIONS

1. ACCIDENT REPORTS

This schedule includes all accident reports at all of the mental institutions administered by the State Department of Mental Hygiene.

An Accident Report must be prepared for every accident involving a patient, whether the accident is considered serious or not. As a result, a large volume of reports is accumulated each year at each of the institutions. Although an estimated ninety-nine per cent (99%) of the accidents are inconsequential, the reports regarding them must be retained because of the possibility of future legal actions which may be instituted by the patient or the patient's family.

Accidents of serious nature are also noted in the patients' Medical Record; however, the report must also be retained for possible legal actions.

RECOMMENDATION: RETAIN IN ORIGINAL FORM FOR THREE YEARS, THEN  
MICROFILM: RETAIN MICROFILM COPIES PERMANENTLY  
AND DESTROY ORIGINALS.